

COMMIT- 2-1
 USE LETTERS TO MAKE
 NOTE: COPIES, IF THEY ARE
 REQUIRED.

EVALUATION OF EMPLOYEE SUGGESTION		SUGGESTION NUMBER 59-52
-----------------------------------	--	----------------------------

TO: EXECUTIVE SECRETARY,
 INCENTIVE AWARDS COMMITTEE

FROM: ORR/D/GG

ACTION RECOMMENDED

- INDICATE ACTION RECOMMENDED BY PLACING ACTION NUMBER IN BOX
1. ADOPT FOR USE. (DATE ADOPTED _____)
 2. ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION. (SPECIFY BELOW)
 3. DISAPPROVED FOR ADOPTION.
 4. ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION.
 5. REQUIRE FURTHER STUDY. (EXPECTED DATE OF COMPLETION _____)
 6. OTHER (SPECIFY BELOW)
 7. REFER SUGGESTION TO _____ (OTHER COMPONENT)
- 3**

REASONS FOR RECOMMENDATION

In order to guide the Incentive Awards Committee in making final determination, an analysis of the anticipated first year's savings and/or other benefits should be shown here. If applicable, indicate and explain below proposed disposition of savings as (1) allotment savings, (2) increased output at same cost or (3) application of resources saved to some other necessary activity. If suggestion contains intangible value, such as morale, safety, etc., please indicate the extent of the area which you think the suggestion will affect, i.e.: the immediate area, office-wide, Agency-wide. Attach additional sheet if more space is needed.

The author of the suggestion for the handling of footnotes has attempted to adapt a single method of procedure to two radically different types of footnotes: (a) explanatory or textual, and (b) numbered or bibliographical. The D/GG editors thoroughly endorse his recommendation as far as textual footnotes in draft manuscripts are concerned. The insertion of footnotes at the point where they are mentioned would greatly simplify the work of the typists, particularly if manuscripts are submitted to them in longhand. Since all editors are accustomed to this procedure, it would present no editorial problems. GG/R, however, recommends that textual footnotes in a manuscript be double spaced to allow room for editing. On the attached samples, the footnotes are single spaced, even though double spacing is optional according to the recommendation.

Type (b) is not a true footnote but a cross between a footnote and a bibliography reference. The insertion of the source references at appropriate places in the text would not eliminate the need for renumbering nor provide space for additional references. Actually the procedure would add an additional step -- the introduction of sources into the text only to be removed later. For D/GG this would mean considerable additional work for either the editor or the analyst. In D/GG manuscripts, the source-reference numbers are now inserted in the manuscript just as they are to appear in the final report. A typed source reference appendix, however, is not submitted to editing with the manuscript. Instead, each source mentioned is listed on a separate 5" x 8" card, which bears the same number as that appearing in the text. For the author this method has the advantage of complete flexibility. New cards can be added or old ones removed at will; cards can be switched around to suit any needed reorganization of the manuscript; and, if the numbering in the text is changed, the cards are renumbered accordingly. The editor also finds it much simpler to edit citations on cards than citations squeezed in between lines of text. The source reference appendix is not typed until both the manuscript and the source cards have been edited, and all item numbers have been checked. Thus the source list need be typed only once.

Neither the recommended procedure nor that followed by GG/R involves any security risk since both apply to manuscripts only.

In summary, I approve the suggested method for handling textual footnotes, which is standard manuscript practice, but disapprove the use of the same procedures for biographical references. CONTINUED ON ATTACHED SHEET

SIGNATURE OF EVALUATING OFFICIAL (Type name and title)

25X1A9a

September 1958

Chief, Editing and Review Staff, D/GG/RR reference